

**From:** [Alfano, Barbara](#)  
**To:** [Moura, Rafaela](#)  
**Subject:** RE: budget form & student introductions  
**Date:** Friday, March 31, 2023 5:37:00 PM  
**Attachments:** [Region 4 SMM Programmatic Terms and Conditions 2022.doc](#)

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I will work the visit out directly with them next week. I would keep the email today focused on the BJW.

Congrats on getting the extension amendment completed this month!

Next week or when she is back from vacation, I suggest you send an email to Shannon asking if there are any other changes needed to the grant in addition to the budget change, including Key Contacts. The LBC Project Manager currently is Joe Connell on this latest amendment, but I am not sure he is still their Project Manager. Grantees need to let us know about any change in their key personnel, per our Terms and Conditions. You could send the form or the link to the form and ask that they fill it out if there has been any change since they originally submitted it. The Key Contacts Form can be accessed at <https://www.epa.gov/grants/epa-grantee-forms>

Also, please include our most recent SMM T&Cs in this funding recommendation. They are attached.

*Barbara Alfano*

404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Sent:** Friday, March 31, 2023 5:06 PM  
**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Subject:** RE: budget form & student introductions

Barbara,

Since the email is addressed to both of us and I'm unable to physically attend the training cohort please let me know if you are or if you have someone in the section that would be interested in attending? If so, please send me an example of the response you would like me to send on your behalf on this and I will send it before I log off today along with the question about the BLW.

Thanks,  
Rafaela

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Sent:** Friday, March 31, 2023 5:03 PM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Subject:** RE: budget form & student introductions

Hi Rafaela,

The only response that I saw was needed from us in Shannon's email was regarding the following:

"I was also hoping that we could discuss the possibility of having you meet our current training cohort"...

"Please let us know if there is a day that you might have particular interest in being a part of."

My email was not reflective of the BJW nor was I making reference to grantee responsiveness. I was only asking if you had responded to their email because I had not seen your response.

Regarding your questions about getting grantees to provide needed information, including BC submitting the BJW, project officers can

- Provide a deadline and following up when it is not met,
- Offer a meeting to provide direct assistance,
- Reach out via a phone discussion after sending an email
- Use the regular meeting to emphasize the importance of what is needed

Since Shannon says that she can get "this completed by the end of the week" and today is the end of the week, I suggest sending her an email today if you have not received it asking her where it is and that you will definitely need it no later than by Monday.

I hope this helps but let me know if it doesn't. When is your next meeting with them?

*Barbara Alfano*

404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Sent:** Friday, March 31, 2023 10:10 AM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Subject:** RE: budget form & student introductions

Barbara,

Perhaps you can help by clarifying what is your expectation from the grantee on responsiveness and what is acceptable in general terms if a grantee delays getting your staff grant information on EPA grants.

Since you expect your staff to respond within a short amount of time, I'm curious what is your standard if the grantee does not provide the BJW by this week and continues to further delay the information?

Knowing this will help me understand this situation. I have done my part to request the information from the grantee. I have offered to meet to go through the BJW and have informed you about this numerous times. My understanding is that you are fully aware of this grant's issues if you can help get the BJW that would be great I've done all I can on my end.

Thanks,  
Rafaela

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Sent:** Friday, March 31, 2023 9:53 AM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Subject:** RE: budget form & student introductions

Rafaela,

Great! Thanks for responding to Shannon!

Please don't hesitate to reach out if you need any help from me.

*Barbara Alfano*  
404-217-0286

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**From:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Sent:** Friday, March 31, 2023 9:41 AM  
**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Subject:** RE: budget form & student introductions

Barbara,

I responded to Shannon directly and sent her an invitation offering to help her with the BJW but she said she was driving and then she said she would be on vacation. Please don't assume before you generalize things especially since I shared this through email, during our sustainability huddle this week and cc'ed you on numerous emails asking for the BJW. As of today, 3/31/23 I'm still waiting for the BJW, it's been weeks now. I still haven't received it.

Thanks,  
Rafaela

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Sent:** Friday, March 31, 2023 9:25 AM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Subject:** FW: budget form & student introductions

Rafaela,

Since I did not see any response from you, I wasn't sure if you needed any help. If you have any questions about your response, please send them to me this morning.

In general, although it is not always feasible, responses to external parties (including grantees and partners) should be a priority. Please work to get a response out to her today or if you are not able

to work today, the first day that you are at work.

If you want to discuss, we still have the general call on the calendar so feel free to call me this morning before 10AM.

*Barbara Alfano*  
404-217-0286

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>  
**Sent:** Wednesday, March 29, 2023 2:34 PM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Cc:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** budget form & student introductions

Barbara / Rafaela - Please accept my sincere apologies for the delay in following up with you! We have been very busy launching the deconstruction training program, which started last week. We have 17 participants in our training cohort and the deconstruction project they are currently working on involves the disassembly of a 100+ year-old barn on the site of a new facility for the Roswell Community Masjid. RCM is pursuing Living Building Challenge certification for their new building and Jimmy Mitchell from our board arranged for our training cohort to take apart the barn so the materials could be salvaged and reused in the future RCM building. Recent photos/videos from the barn project can be found [HERE](#).

I have reviewed the budget form and can get this completed by the end of the week. I was also hoping that we could discuss the possibility of having you meet our current training cohort; I'd love to help connect the dots for them in terms of EPA's role in sustainable material management. Our current training calendar is attached; please let us know if there is a day that you might have particular interest in being a part of.

Thank you, and looking forward to speaking with you shortly!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Mar 14, 2023 at 10:20 AM Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)> wrote:

Hi Shannon,

Barbara also scanned through the revised budget files you submitted for your grant. Barbara read

your budget as no longer including any money for travel or other indirect funding. Is that correct?

I read it a bit differently and we need clarification since it's a bit unclear.

Please also send me your cost justification worksheet at your earliest convenience.

Thank you.

Rafaela

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**From:** Moura, Rafaela

**Sent:** Monday, March 13, 2023 4:55 PM

**To:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Subject:** RE: quarterly update call & Q4 report

Hi Shannon,

I'm following up on the budget justification worksheet attached on my last email, I didn't see a total for the requested travel costs. The original amount Kim entered was \$7,280 and she had \$32,000 in other direct costs, could you please send me the worksheet attached and the total for your new travel amount at your earliest convenience.

Thank you.

Rafaela

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**From:** Moura, Rafaela

**Sent:** Monday, January 30, 2023 3:15 PM

**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>; Shannon Goodman

<[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Cc:** Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; gharris@htsenterprise.com; Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

**Subject:** RE: quarterly update call & Q4 report

Great news about the project!!! Congratulations team. This is super exciting.

I know that the last time we spoke Shannon mentioned she was going to confirm if the overall budget was going to grow by more than 10%. Even though EPA's funding was only ~30% of the total LBC budget, we discussed that a >10% change to the entire budget would require an amendment. As Barbara mentioned in the email below, we will need the distribution changes to the EPA's funding of \$50K and I will also need the budget justification worksheet (attached) filled out to include with the FR.

Please let us know if you have any question. I'll send out an invite for the next quarter's meeting.

Rafaela

404-562-9607

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**From:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>

**Sent:** Monday, January 30, 2023 10:15 AM

**To:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>  
**Cc:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>;  
[gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie  
Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** RE: quarterly update call & Q4 report

It was a great discussion to hear about how far-reaching this project is beyond the deconstruction training. I am glad that you are doing such a fabulous job of finding phenomenal partners and raising the needed funds.

Thank you for taking the time for the meeting and for sending the side-by side comparison of your total budget. We would need the distribution changes to the EPA's funding of \$50K. If you look at Table A on page 3 of the Assistance Amendment that I attached, what would be the changes to Table A that would be necessary? It is not apparent from the total budget that you sent with your email and I apologize if you already sent that previously.

Regarding the logo, I have attached updated terms and conditions for our SMM grants that should be included with any future amendment to your grant. Note condition F, second paragraph, regarding the logo. Further information about the logo that I found requires that the logo be no bigger than other logos that you have on the document and it cannot be any smaller than 0.1875 inches on print content. Ensure the aspect ratio is maintained. I have attached the logo.

Rafaela may be asking for other information.

*Barbara Alfano*  
404-217-0286

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>  
**Sent:** Friday, January 27, 2023 4:16 PM  
**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Cc:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>;  
[gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie  
Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** Re: quarterly update call & Q4 report

Barbara - Thank you so much for your time today! Please find attached a side-by-side comparison of our original vs. amended budget. If you need anything additional or have questions, please let us know.

Thanks!

Shannon Goodman  
Executive Director

Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 24, 2023 at 6:11 PM Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)> wrote:

Hi All!!

We can make sure that one of us at a minimum, either Rafaela or myself is available for the meeting! I apologize for any delay or duplication in response.

*Thanks,*

*Barbara Alfano*

**PCB & Sustainability Section Manager**

Land, Chemicals and Redevelopment Division  
United States Environmental Protection Agency Region 4  
404-217-0286

[Alfano.barbara@epa.gov](mailto:Alfano.barbara@epa.gov)

**Pronouns:** She/Her

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Sent:** Monday, January 23, 2023 11:30 AM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Cc:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

**Subject:** Fwd: quarterly update call & Q4 report

Rafaela - I hope all is well with you. I'm circling back again to see if Friday, 1/27 at 3pm could work for our quarterly update call? We are excited to share updates with you!

Thanks,  
Shannon

----- Forwarded message -----

From: **Shannon Goodman** <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

Date: Thu, Jan 12, 2023 at 2:57 PM

Subject: Re: quarterly update call & Q4 report

To: Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

Cc: Jay Bassett <[jaybassett@viridiscities.com](mailto:jaybassett@viridiscities.com)>, [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com), [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com), Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>, Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

Rafaela - Please find attached our Q4 report, a voucher for the draw made in Q4, and our current budget. I have also enclosed three flyers that have been created for the program. The flyers are still in development, but we are very close to having them complete. Attached as well is the pilot program description and values statement document developed by the group that is referenced in the report.

Additionally, one of the grants that the group pursued in Q4 2022 was a \$30,000 request from the Department of Energy; a PowerPoint slide summarizing the scope of the grant proposal is attached. We should hear back on this grant by the end of January. The group also created a short video for this grant application, which can be found here:

[vimeo.com/778144153](https://vimeo.com/778144153)

I also wanted to reach out again to see if we could move our quarterly update call to 1/27 at 3pm? I will be in Asheville for a symposium on 1/20.

Thank you!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 3, 2023 at 5:31 PM Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)> wrote:

Rafaela - I hope you had a wonderful holiday break! Ours was very restful, but I did unfortunately catch COVID, so I was out of commission for much of the time. But I am doing much better now!

I am reaching out to let you know that we plan to send you our quarterly report by this Friday; I apologize for not being able to get this to you by 12/30. We've made tremendous progress, and we're very excited to share these updates with you!

Also, I have a conflict during the time of our quarterly check-in on 1/20; would it be possible to move our call to 3pm on 1/27 instead?

Thank you so much & Happy New Year!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417



